

EPA REGION II SITE ASSESSMENT TEAM (SAT) CONTRACT
PR-HQ-99-16911/0004

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES *
2. AMENDMENT/MODIFICATION NO. PR-HQ-99-16911/0004		3. EFFECTIVE DATE 05/04/00	4. REQUISITION/PURCHASE REQ. NO. PR-HQ-99-16911
5. PROJECT NO. (If applicable)			
6. ISSUED BY Environmental Protection Agency Bid and Proposal Room, Ariel Rios Building (3802R) 1200 Pennsylvania Avenue, N.W. Washington, DC 20460		7. ADMINISTERED BY (If other than item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(T)	9A. AMENDMENT OF SOLICITATION NO. PR-HQ-99-16911
			9B. DATED (SEE ITEM 11) 04/13/00
		T	10A. MODIFICATION OF CONTRACT/ORDER NO.
		10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS			
<p><input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended.</p> <p>Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:</p> <p>(a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</p>			
12. ACCOUNTING AND APPROPRIATION DATA (If required)			
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.			
(T)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A		
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).		
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:		
	D. OTHER (Specify type of modification and authority)		
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.			
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)			
<p>This amendment to the solicitation amends Section L provision, INSTRUCTIONS FOR THE PREPARATION OF PROPOSALS to delete the requirement for past performance project summaries. Accordingly, the list of attachments in Section J has been modified to remove this portion of attachment 6, and the Past Performance Project Summary has been deleted from attachment 6. Changes to the L clause are in bold. All other solicitation terms and provisions remain unchanged.</p>			
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.			
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		JULIE K. SPEERS	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
<hr/> <i>(Signature of person authorized to sign)</i>		<hr/> <i>(Signature of Contracting Officer)</i>	
NSN 7540-01-152-8070 PREVIOUS EDITION UNUSABLE		STANDARD FORM 30 (REV 10-83) Prescribed by GSA FAR (48 CFR) 52.243	

AMENDMENTS TO THE SOLICITATION

1. The Section J clause entitled "LIST OF ATTACHMENTS (EP 52.252-100) (APR 1984)" has been modified. The text is as follows:

<u>ATTACHMENT</u>	<u>TITLE</u>
1	REGION II SAT STATEMENT OF WORK
2	MINIMUM STANDARDS FOR CONFLICT OF INTEREST PLANS
3	INVOICE PREPARATION INSTRUCTIONS
4	SITE SPECIFIC INVOICE REQUIREMENTS
5	INSTRUCTIONS FOR PERFORMING THE ANNUAL ALLOCATION OF SITE-SPECIFIC COSTS
6	PAST PERFORMANCE QUESTIONNAIRE
7	TASK MATRIX (1 AND 2) LOTUS

2. The Section L clause entitled "INSTRUCTIONS FOR THE PREPARATION OF PROPOSALS" has been modified. The text is as follows:

(a) Technical Proposal Instructions

(1) Submit proposal for all factors other than cost as a separate part of the total proposal package. Omit all cost or pricing details from this technical proposal.

Submit Cost and price information in accordance with provision **L**, GENERAL COST OR PRICING PROPOSAL INSTRUCTIONS and in provision **L**, ADDITIONAL COST PROPOSAL INSTRUCTIONS.

Identify any exceptions, deviations or conditional assumptions to the terms and conditions. Exceptions, deviations or conditional assumptions may render your proposal ineligible for an award without discussions.

(2) Special proposal instructions:

You are advised to closely read the technical proposal instructions and technical evaluation criteria before preparing a technical proposal. The technical proposal will consist of two parts: (1) a written technical proposal, and (2) an oral presentation to the Government.

I. REQUIRED SECTIONS OF THE WRITTEN PROPOSAL**CONTRACT MANAGEMENT ABILITY**

The Offeror shall demonstrate its ability to manage a large multi-

disciplinary team over a large geographic area for multiple tasks; manage cost by task; meet reporting requirements similar to those in this RFP, particularly reporting on workload status and staffing levels. The Offeror shall describe its ability to manage high volume small dollar work assignments requiring quick turnaround. The Offeror shall provide a staffing and retention plan for all personnel which should address the Offeror's ability to increase staffing to meet short and long term requirements; obtain and integrate specialized labor; train and maintain a well-qualified staff. Offerors may demonstrate their management ability to meet the requirements by explaining and demonstrating how they satisfied and performed on similar requirements in the past.

Offerors shall describe their approach to planning, organizing, and carrying out the contract activities as presented in the SOW, so as to ensure effective, efficient, timely, and responsive support. Offerors shall discuss how they plan to effectively meet the requirements of the contract through the roles and responsibilities of their team members, and through lines of communication within the organization.

PERSONNEL

The Offeror shall demonstrate its ability to perform the contract with its personnel and approach.

The Offeror shall provide the following:

- Task Matrix in accordance with Attachments
- Qualification of personnel listed on the Task Matrices, Attachment 7

a. Key Personnel - Program Manager

The resume shall demonstrate the ability of the proposed Program Manager to organize and manage large, complex contracts (including management of subcontractors and consultants) similar to the effort in this RFP, and experience in all of the subject areas identified in the SOW. The resume should include the individual's academic credentials, work history, and description of relevant projects performed that demonstrate expertise in the SAT SOW tasks.

b. Key Personnel - SAT Team Leader

The resume shall demonstrate the ability of the proposed SAT Team Leader to organize and manage large, complex, multi-site projects, direct the SAT staff, and ensure the technical quality and timeliness of deliverables. The resume should include the individual's academic credentials, work history, and description of relevant projects performed that demonstrate expertise in the SAT SOW tasks.

c. Key Personnel - HRS Expert

The resume shall demonstrate the ability of the proposed HRS Expert to prepare HRS and NCP Documentation Records and assist in HRS and NCP issues such as data usability and scoring approach on all other relevant SAT activities, i.e., Site Inspections and Expanded Site Inspections. The resume should include the individual's academic credentials, work history and description of relevant projects that demonstrate expertise in the SAT SOW tasks.

d. Project Leaders/Project Managers

The Offeror shall discuss the experience and capabilities of any other Project Leaders/Project Managers in their respective work areas.

e. Non-Key Personnel (Technical Staff)

The Offeror shall discuss the experience, capabilities and technical skill of its non-key technical staff as a team. The Offeror shall address the size, distribution, technical qualifications and relevant work experience related to the SOW of the technical staff. At a minimum, the Offeror shall address the qualifications of its technical staff in the following disciplines:

- Data Quality Assurance
- Health and Safety
- Geology
- Organic Chemistry
- Analytical chemistry/data validation (Region II Certified)
- GIS expertise
- Hazardous Waste
- Toxicology
- Environmental/Chemical Engineering
- Soils Science
- Technical field sampling
- Technical drafting
- Technical editing
- Computer Programming
- Cost Analysis

The Offeror should propose any additional disciplines it requires to perform the SOW tasks for this contract.

INSTRUCTIONS FOR COMPLETING THE TASK MATRIX SPREADSHEETS

Offerors shall provide the requested data for both of the two (2) task matrix spreadsheets provided in Attachment 7 to the solicitation. The LOE hours for each tasking area on the task matrix/spreadsheet represent the Government's estimate of labor mix distribution and do not guarantee the actual distribution levels that will be experienced during contract

performance.

The government expects that the hours proposed on the task matrix spreadsheets will be reflected in the cost model spreadsheets.

Provide an employee's name, his/her actual job classification, and the company name (if they are not working for the prime). Indicate the number of hours the employee, in any given non-key discipline area, will be working on each indicated task. Provide the same information for key personnel.

Indicate any additional discipline areas and/or job classifications required to perform the tasks in the SOW.

PAST PERFORMANCE

The offeror shall submit past performance information in accordance with the instructions in provision L.20 PAST PERFORMANCE INFORMATION (52.215-105) (SEP 1999). Client authorization letters shall be attached to the individual references given to the government. The client authorization letters and past performance information required by the above-referenced clause ARE NOT included in the 75 page written proposal limit.

CLIENT AUTHORIZATION LETTER

[ADDRESSEE]

Dear "Client":

We are currently responding to the Environmental Protection agency RFP No. PR-HQ-99-16911 for the procurement of Site Assessment contract support services in Region II. The EPA is placing increased emphasis in their acquisition on past performance as a source selection factor. EPA requires offerors to inform references identified in proposals that EPA may contact them about past performance information.

If you are contacted by EPA for information on work we have performed under contract for your company, you are hereby authorized to respond to EPA inquiries.

Your cooperation is appreciated. any questions may be directed to

_____.

Sincerely,

CAPACITY TO PERFORM/RESOURCES

The offeror shall address each of the following areas:

Resources The offeror shall identify location of prime/team subcontractor office(s) supporting the SAT contract. Location and size (number of people) of the proposed offices, their proximity to the Region II's offices in New York city and Edison, NJ.

Properties The offeror shall demonstrate how they will provide property (e.g., vehicles, computers, health and safety equipment and field sampling equipment) to support work efforts under this contract.

ACCOMPLISHMENTS UTILIZING SMALL DISADVANTAGED BUSINESS CONCERNS

List each federal contract that the offeror (prime only) performed as a prime and complete the following information.

Accomplishments providing professional services described in the SAT SOW for on-site projects, through the use of team subcontractors that qualified as Small Disadvantaged Business

Contract No.

Name of SDB

SDB and current phone number

Hours proposed for SDB in contract

Number of projects/work assignments performed by SDB

Total hours invoiced for SDB under contract

GUIDANCE IN PREPARATION OF THE WRITTEN PROPOSAL

The offeror shall prepare its written technical proposals using the following guidance:

1. Length - The maximum total length of the written technical proposals (addressing the sections described above - see exceptions) shall be limited to 75 typewritten pages (one side only); anything in excess of 75 typewritten pages will not be considered) on 8 ½ x 11" paper, using no less than 10 point character size and no less than an average of 3/4" all around for margins. A double sided page counts as two pages. The total page limit for the written proposal is 75 pages. The following items are excluded from the above stated page limitation: letters of transmittal, cover page, table-of-contents, and dividers and briefing charts (maximum 20 pages of charts) to be used in the sample work assignment segment of the oral presentation. Also excluded from the 75 page limit are the Quality Management Plan, the Health and Safety Plan, and the Client Authorization Letters. Foldout pages are considered as the total number of 8 ½ by 11 inch pages or fractions thereof that they

fit. Offerors are strongly urged to be as succinct, clear and concise as possible in writing the proposal, and to adhere to the recommended page limitation. Offerors are to include with their written submission all items set forth in provision M.3, EVALUATION OF STANDARD OPERATING PROCEDURES.

2. Organization - Offerors are advised to supply all information in the sequence and format specified below. The Offeror's proposal and supporting documentation must provide a sufficient basis for a thorough evaluation of the proposal and provide the information needed to evaluate the proposal in accordance with the Section M provisions. It is suggested that proposals be placed in binders with dividers clearly indicating the following sections:
 - a. Management Ability
 - b. Personnel Information
 - c. Past Performance
 - d. Capacity to Perform/Resources
 - e. Small Disadvantaged Business Commitment
3. Charts - In the written proposal, the offerors are encouraged to use quantitative and graphic methods to portray facts whenever possible, through the use of charts, lists, matrices, diagrams, tabulations, etc. These charts are not excluded from the page limitation.

The offeror shall submit the following additional written documents:

Other Written Documentation required for the Government's Responsibility Determination.

- Organizational Conflict of Interest Plan
- Quality Management Plan
- Small, Small Disadvantaged, Women Owned Business Subcontracting Plan
- The Offeror shall identify location of prime/team subcontractor office(s) supporting the SAT contract. Location and size (number of people) of the proposed offices, their proximity to Region II's New York City metro/Edison, NJ offices.
- The offeror shall demonstrate how they will provide property (e.g., vehicles, computers, health and safety equipment and field sampling equipment) to support work efforts under this contract.
- Health and Safety Plan
- Procedures for Handling Confidential Business Information

Notes: (1) The government does not intend to provide property under this contract.

(2) The written documentation for the government's Responsibility Determination is included as part of the 75 page limit unless specifically exempted in paragraph (1) above.

II. ORAL PRESENTATIONS

Following the receipt of the written documentation above, the contracting officer will contact each offeror to establish a date and time for the offeror to make an oral presentation of its Contract Management Ability, Technical Ability, Response to Scenario No. 1 Response to Scenario No. 2 and response to the Pop Quiz described below in paragraph (d) below. Once notified of their scheduled presentation date and time, offerors shall complete their presentations at the scheduled time. Requests from offerors to reschedule their presentation will not be entertained absent compelling reasons and no rescheduling of presentations will be allowed unless determined necessary by the Government to resolve unanticipated problems.

All oral presentations will be conducted in English within Region II, at a place to be determined by the government.

The following is a sample agenda:

9:00 AM - 10:15 AM Contract Management Ability, Technical Ability
and Response to Scenario No. 1

10:15 AM - 10:30 AM Break

10:30 AM - 11:45 AM Response to Scenario No. 2 and Response to
Pop Quiz

ADDITIONAL PROVISIONS:

Video Record

The offeror's oral presentation will be recorded by EPA using a video camera and may be disseminated to authorized personnel within EPA only.

Time Limits and Other Restrictions

The offeror shall comply with the strict time limitations imposed by the Government. Each offeror will be limited to one and a quarter (1 1/4) hours to address Contract Management Ability, Technical Ability and Response to Scenario No. 1 and one a quarter (1 1/4) hours to address the Response to Scenario No. 2 and the Response to the Pop Quiz. The contracting officer will be responsible for tracking the time and will notify the speaker when five (5) minutes are remaining. The clock used to track the time will be visible to the speaker. No slides, or video tapes will be permitted during the oral presentations. The speakers may utilize posters or overheads during the oral presentation. It is the responsibility of the offeror to provide the easel(s) upon which to place the poster(s) and the overhead projector and screen (and to assure that it works prior to the presentation). No handouts will be

accepted during any portion of the oral presentations. The government will retain copies of the charts, overheads, and posters used in the orals to document the presentation.

The technical evaluation panel members will not pose any questions to the offeror during the oral presentations. The proposal evaluation will be based on the oral presentations, the written Task Matrix, Organizational chart and personnel qualifications and information obtained from past performance references.

GENERAL INSTRUCTIONS FOR ORAL PRESENTATIONS

Offerors may demonstrate their technical ability to meet the requirements by explaining and demonstrating how they satisfied and performed on similar requirements in the past.

Offerors may bring written reference materials to the oral presentation to assist in preparing responses. Use of computers or telephones in preparing responses for the six questions will not be permitted.

Following each presentation described below, the Government may request clarification of any points addressed which are unclear and may ask for explanation or substantiation by the offeror on any point which was not adequately supported in the presentation. Any such interchange between the Offeror and the Government will be for the sole purpose of clarification only, and will not constitute discussions within the meaning of FAR 15.306. The Government intends to award a contract without discussions. If the Government determines that discussions and best and final offers (BAFOs) are necessary, the Offeror will not be permitted to make any revisions to the oral presentation or to the answers given by the Offeror's team during the question and answer sessions, in writing or otherwise.

NOTE: The following scenarios are fictitious and are not meant to represent any actual area or site.

TECHNICAL ABILITY

The offeror may demonstrate their technical ability to meet the requirements by explaining and demonstrating how they satisfied and performed on similar requirements in the past.

Response to Integrated Assessment Scenario

The SAT Team Leader and/or HRS Expert listed in the Offeror's Task Matrix

shall make an oral presentation for the following scenario to demonstrate the Offeror's understanding and the ability to perform Integrated Assessment.

Scenario 1: Integrated Assessment

The Crestfallen Transformer Company operated a transformer manufacturing and recycling facility for the past 45 years in upstate New York. Prior to that the site was home to an industrial electrical equipment manufacturer for 35 years. The site operations ceased two years ago, and the company is in bankruptcy.

The site is currently located on a 18 acre lot. Historically, however, the site had been as large as 60 acres. The reduction in site size appears to have occurred about 25 years ago, when the excess property was sold to a housing developer. Approximately 80 homes were built upon this carved out property. Historical photos indicate what looks like a lagoon immediately adjacent to the current site where there are now approximately eight houses.

The site is bordered on the south by the Wayward River, and to the east by residential homes. To the north and west, the site is bordered by wooded area. The site slopes toward the river. The Wayward River runs Eastward; there is a drinking water intake 4.2 miles down gradient from the site that serves approximately 9,000 people. There are 1,200 feet of State designated wetlands immediately adjacent to the east of the site on the river.

There are two known underground storage tanks in unknown condition on-site; it is not known what the tanks contained. There is a large pile of damaged transformers, capacitors and other electrical equipment on the southwest of the site bordering the river. Some of these have fallen into the river. They are labeled with the Crestfallen logo, but nothing else is known of this debris.

There are two large multistory buildings on the property which are roughly 300 feet apart. Three elevated pipes run between the two buildings and appear to be insulated with asbestos. White powdery material can be seen on the ground immediately below the pipes. There is no sanitary sewer service in this area, and it is not known where drains from the buildings discharge.

The homes in the area of the site utilize private wells for drinking water. The site was identified to EPA when local health department sampling revealed levels of TCE in a residential well in the housing development that borders the site to the east at 309 ppb. The well also contained TCA and PCE above the Federal MCLs.

Tasks

The offeror shall outline a work plan which details their strategy for the performance of an Integrated Assessment at this site for the purpose of determining the potential for listing this site on the Federal National

Priorities List and the potential for a Removal Action(s).

The presentation shall address:

- a. Major issues they identify concerning the work assignment;
- b. Major milestones or activities for the SOW tasks (sub-tasks);
- c. Estimated time frames/schedules to complete these major milestones or activities;
- d. Decision points and responsible parties making the decision;
- e. Contractor actions; EPA actions; actions by other parties; proposed solutions;
- f. Potential problems or bottlenecks to project completion and proposed solutions;
- g. Proposed staff to be assigned to this WA, including their knowledge, skills, abilities, and previous experience in performing similar work.

Response to Brownfields Assessment Scenario

The SAT Team Leader and/or HRS Expert listed in the Offeror's Task Matrix shall make an oral presentation for the following scenario to demonstrate the Offeror's understanding and ability to perform Brownsfields Assessment.

Scenario 2: Brownfields Assessment

The City of Paterson, New Jersey, gained control of a 40 acre property once controlled by the now defunct Torpid Rail Corporation, which operated on the site for roughly 90 years. For the past twenty years the site has been abandoned. Torpid Rail operated a rail maintenance base on the property, as well as a rail car switching operation. Torpid Rail's primary business was transporting freight.

Former Torpid employees have commented on the sloppy operations at this site, claiming that tank car spills were not uncommon and that railroad ties were treated with creosote on-site. There are two large piles at the north end of the site, the contents of which are unknown.

The site is in an industrial zoned area, and is surrounded by warehouses and light industries. There are three buildings on site: Two large train sheds and a 4 story building that had been used for storage for the last 20 years of site operations. There are 35 unlabeled drums in the storage building which are suspected to contain hydraulic fluids. The remainder of the site is sparsely vegetated. Patches of stained soil are apparent. Rail tracks are still on site, and there is a rail connection to tracks owned by a national rail company.

The City of Paterson has identified this property as a potential site for a

railroad museum and hopes to utilize the train sheds and former storage building for this purpose.

Eight years ago, the City of Paterson had a consultant collect three surface soil samples. Elevated levels of lead and PAHs were detected. One sampled had 14 ppm of PCBs. In order to begin this redevelopment project, EPA has been tasked to conduct a Brownfields Site Investigation.

Tasks

The offeror shall outline a work plan pursuant to the SOW for Brownfield Site Investigations and the potential site reuses designated above.

The presentation shall address:

- a. Major issues they identify concerning the work assignment;
- b. Major milestones or activities for the SOW tasks (sub-tasks);
- c. Estimated time frames/schedules to complete these major milestones or activities;
- d. Decision points and responsible parties making the decision;
- e. Contractor actions; EPA actions; actions by other parties; proposed solutions;
- f. Potential problems or bottlenecks to project completion and proposed solutions;
- g. Proposed staff to be assigned to this WA, including their knowledge, skills, abilities, and previous experience in performing similar work.

RESPONSES TO POP QUIZ

The SAT Team Leader and/or HRS Expert shall provide responses to the Pop Quiz, a series of questions (all Offerors will be asked the same questions) related to SOW tasks, which demonstrate the Offeror's understanding and ability to perform the tasks identified in the Statement of Work. Offerors will also be allowed to write on viewgraph or overhead pages when preparing their responses to the six questions and while presenting their responses to the six questions to illustrate their points. The Offerors are responsible for providing blank view-graphs and pens for use during the presentations.

3. The attachment entitled "PAST PERFORMANCE PROJECT SUMMARY" has been modified. The text is as follows:

PAST PERFORMANCE QUESTIONNAIRE

PAST PERFORMANCE QUESTIONNAIRE			
Rating Scale: Excellent; Good; None; Marginal; Poor			
PART C			
1. Name of Reference	2. Date contacted:	3. Phone No:	RATING
4. Client corroboration of the facts and claims presented in the firms's project summary			
5. Was the client satisfied with the quality of deliverables and work performed?			
6. Were deliverables delivered and work performed in accordance with the times specified in the reports of work and work assignments?			
7. Were the costs incurred during contract performance in line with the costs proposed in the contract cost proposal and individual work assignment work plans?			
8. Was client satisfied with the firm's responsiveness in resolving issues or problems that occurred during performance?			
9. Did the client conduct business in a professional manner?			
10. Were required response times met in the performance of quick turnaround work?			
11. Would client hire the firm to perform this or a similar project in the future?			
Name of Evaluator:			